



860818-02

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 8/15/86	1. Agency Address Georgia Bureau of Investigation Georgia Crime Information Center 3121 Panthersville Road Decatur, Georgia 30034	Application Number 89-067	
Application Number		Date Received AUG 18 1986	Date Completed AUG 17 1989
2. Person to Contact Georgia Bureau of Investigation Paul Heppner		Working Title Chief, AFIS Operations	Telephone Number 244-2632
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1937		5. Records Series Title (followed by title used in office, if different) Computerized Criminal History Files (CCH Microfilm File)	
Latest continuing 1986			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Crime Information Center, a division of the Georgia Bureau of Investigation, provides access to automated information on criminal offenders, frequency of crime occurrence, wanted persons and stolen automobiles, guns, and articles. The division also provides fingerprint identification services for the State of Georgia. File access for criminal justice agencies is through a statewide telecommunications network supported by the Georgia Crime Information Center.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Computerized Criminal History Records Included are: Microfilm images of various documents which form the basis for an individual's criminal history record. Various documents = fingerprint cards and dispositions. File is arranged: Microfilm reel number in ascending sequence. Reel numbers in conjunction frame numbers provides index to CCH file.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____? Rarely referred to. Information is stored on computer. Required when computer record is challenged.			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) microfilm reels Current accumulation = 18 cubic feet 2 to 3 reels per month			

X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Law 92-A-30-1973, GCIC Rules and Regulations
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>THIS OFFICE</u>
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>70</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Film provides documentary proof of criminal arrests and dispositions of active criminals. They are held for 70 years to match the average life span of criminal activity. Such proof is required in the event of legal challenges to the accuracy of a record.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal year; ☐ Other _____ then,

- ~~XXXXXX~~
- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 70 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Permission to revise application granted by Margaret Torok, GBI Records Mgt. Officer in "site visit meeting" held July 6, 1989. NRF

PAPER RECORD DISPOSITION INSTRUCTIONS

Master fingerprint cards maintained by Archives for 57 years after the year information is entered in the GBI Automated Fingerprint Identification System (AFIS). Original dispositions turned over to FBI.

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These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	<u>8/15/89</u>	<i>Margaret A Torok</i>	<u>8/15/89</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>[Signature]</i>	<u>8-17-89</u>
		Secretary of State/Designee <i>[Signature]</i>	<u>8/15/89</u>
		Governor Attorney General/Designee <i>[Signature]</i>	<u>8/16/89</u>